Here are the steps to Renew your OLLI@UGA Membership. If you run into trouble please call 706.542.7715 for help between 9:00 - 4:00, Monday through Friday. You can also email olli@uga.edu with your question(s).

1. Go to the OLLI@UGA homepage at http://olli.uga.edu and click on the Renew button at the left of your screen.

2. This will take you to the Login Page: Enter your Primary E-Mail Address and Password. Use the email address at which you currently receive OLLI email. Your temporary Password is "Password1". Click Sign In

3. You will see the Change Password screen. Enter your Current Password – “Password1”. Enter a New Password and re-type it. The new password must be at least 6 characters in length and can contain letters, numbers and special characters. Be sure to remember your password – you may want to write it down. Click Change to save the new password.

4. You will receive a confirmation message. Click here to continue

5. You will see the Home Page. Click on Join OLLI at the top left of the screen

6. You will be taken to the Online Store Membership Details screen. This is where you will Purchase Your Membership.

7. If applicable, enter the name of the person who Referred you to OLLI@UGA. Use the pull down field to indicate how you heard about OLLI @UGA (e.g. Newspaper). Note that this is a Required field. You may also choose to make an optional donation. Click on Add to Cart when you have finished entering your data.

8. You will now see your Online Store Shopping Cart. It contains your membership purchase. Click Check Out at the bottom of the screen.

9. You will see the Checkout Screen where you will make your Payment. Enter your data in the following fields:
   a. Payment Information- pull down menu, choose credit card.
   b. Card Type - pull down menu, choose your card provider. Note that we do not take AMEX.
   c. Credit/Debit – pull down menu, choose your card type – credit or debit
   d. Card Number – enter the credit card number.
   e. Credit Card ID – enter the three digit number on the back of your card.
   f. Card Expiration Date – pull down menu, enter the expiration month and year.
g. **Card Holders Name** - enter the name on the card.

10. Click on **Purchase Now**. Your credit card will be securely processed by Authorize.net – our credit card company. Once the processing is approved and completed you will see a **Payment Confirmation Screen**. You will be sent two emails. One contains the payment information. The other is a Welcome eMail that has information on how to setup your **Community Profile** and enroll in our **Special Interest Groups**

11. If you want register for our current semester classes, click on **Course Registration** at the top of the page. Otherwise click on **Logout** on the left of the screen.